



Office of the District Attorney  
County of Westchester

MEMORANDUM

80918

November 18, 2020

TO: HONORABLE MEMBERS  
BOARD OF ACQUISITION AND CONTRACT

FROM: ANTHONY A. SCARPINO JR.  
DISTRICT ATTORNEY

RE: **RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO ENTER INTO AN AGREEMENT WITH PRECISE TRANSLATIONS, LLC FOR THE PROVISION OF PROFESSIONAL INTERPRETATION AND TRANSLATION SERVICES FOR THE WESTCHESTER COUNTY DISTRICT ATTORNEY'S OFFICE, FOR THE PERIOD FROM JANUARY 1, 2021 THROUGH DECEMBER 31, 2021, IN AN AMOUNT NOT-TO-EXCEED \$52,000, PAYABLE PURSUANT TO AN APPROVED RATE SCHEDULE.**

Authority is sought for the County of Westchester ("County"), acting by and through its District Attorney's Office ("DA's Office" or "District Attorney's Office") to enter into an agreement ("Agreement") with Precise Translations, LLC ("Precise Translations") for the provision of professional interpretation and translation services for the Westchester County District Attorney's Office, for the period from January 1, 2021 through December 31, 2021, in an amount not-to-exceed \$52,000, payable pursuant to an approved rate schedule.

This Agreement will serve a **public purpose** by providing the District Attorney's Office with the necessary professional translation and interpretation services it requires for grand jury proceedings, witness interviews, and court proceedings, in order to most effectively prosecute cases.

The **goals and objectives** of this proposed Agreement are to provide translation and interpretation services for the District Attorney's Office. The **goals and objectives** are in the best interests of the County in terms of public welfare because such services are necessary to effectively prosecute cases and to ensure that all persons receive due process of law. The goals and objectives will be tracked and monitored by the DA's Office.

The County has complied with the Westchester County Procurement Policy ("Policy"). In accordance with section 5(b) of the Policy, on or about October 1st, 2020, the District Attorney's Office issued a formal request for quotations ("RFQ") for translation services for calendar year 2021. A total of five (5) firms responded to the RFQ. These firms were: (1) ALLIANCE Business Solutions, Inc. (2) A Voice - Language & Training Services, (3) Legal Language Services, Inc. (4) Cal Interpreting & Translations and (5) Precise Translations.

Following a careful review of all respondents with reference to their qualifications, experience and price quotations, the contract for the period of January 1 through December 31, 2021 was awarded to Precise Translations, as they provided the most advantageous offer to the District Attorney's Office. Precise Translations has provided translations services to the Westchester County DA's office for well over a decade, so they are very familiar with our office and our staff. In addition, since they are located in Westchester County (269 Old Kensico Rd, White Plains NY) and most of their employees are local, they can be available on short notice with easy accessibility to all of our courts, which is very important to the operations of our office. They are also a female owned business. The District Attorney's Office has had an excellent working relationship with Precise Translations in the past and thus has a strong level of confidence in the quality of their work.

Accordingly, your favorable action on the annexed Resolution is most respectfully requested.

AAS/PAD/CMC  
Enclosure

APPROVED BOARD OF ACQUISITION & CONTRACTS 12/17/2020 3:01 PM OCCUPANCY SECRETARY

**RESOLUTION**

Upon a communication from Anthony A. Scarpino Jr., District Attorney, be it hereby,

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with Precise Translations, LLC for the provision of professional translation and interpretation services for the Westchester County District Attorney's Office, for the period from January 1, 2021 through December 31, 2021, in an amount not to exceed \$52,000.00, payable pursuant to an approved rate schedule; and it is further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the District Attorney or his duly authorized designee be and hereby is authorized and empowered to execute this agreement for the County of Westchester.

Fund	Dept	Unit	Object	Trust Account	Dollars
101	37	0010	4906		\$52,000

8 Budget Funding Year(s) 2021 Start Date 01/01/2021 End Date 12/31/2021  
 (must match resolution)

Funding Source Tax Dollars \$52,000.00

State Aid \_\_\_\_\_

\$52,000 Federal Aid \_\_\_\_\_

(must match resolution) Other \_\_\_\_\_